

Child and Adult Care Food Program (CACFP)

SAMPLE RECOMMENDATION FOR BID AWARD

Sponsor Name: _____

Bid publicly opened, read and recorded on: _____

Date

The list below includes bidders meeting specifications. ***Attach copy of all bids.***

Bidders	Unit Price			Total Bid (\$)
	Breakfast	Lunch	Snack	
1				
2				
3				
4				
5				

I recommend that _____ receive the award.

(Name of Bidder)

Reason: _____

Person Making Recommendation

Name: _____ Title: _____

Signature: _____ Date: _____

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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